

Meeting Minutes
INSTRUCTIONAL COUNCIL
Tuesday, January 15, 2008
3:30pm – Student Center Conference Room A

Present: Laura Brener (Chair), Steve Byman, George Dennis, Dawn Draus, Geary Greenleaf, George Henderson, Helen Kuebel, Rhonda Meyers, Joyce Niemi (recorder), Tamara Norton, Faye Olason, Carmen Robinson, Robert Rodger, David Rosi, Michael Strayer, Alex Whitman

Absent: Brendan Glaser, Mary Harding, Katie McKie (student representative), Janelle Runyon

Guests: Kristy Enser, Jeanne Hamer, Courtney Shah (Jeanne and Courtney were guests as part of their probationary process)

Laura called the meeting to order at 3:35pm.

Approval of Minutes

It was moved and seconded to approve the minutes of the November meeting as written. The minutes were approved by a unanimous vote.

Old Business:

Syllabi Requirements

Laura asked if there was any feedback from departments on the proposal to change the course syllabi requirements to include the college mission statement. After a short discussion, Laura put the proposal to a vote. All voted in favor of the change with the exception of one vote in opposition. The change will be implemented. The new syllabi requirements will be noted in the Faculty Handbook as well as any materials that are distributed to adjunct faculty.

ANGEL & Instructional Support

Laura told the council that at her request, Scott Dennis had done a survey of Washington state community colleges to determine the level of technical support offered to online students. Not every college responded but those that did indicated that they do not offer 24/7 support. The majority offer 8am-5pm support, similar to the support a face to face student receives. After further discussion it was determined that there needs to be clarification on what happens when the “whole system goes down”. Laura will try to get clarification and send the information out to council members via e-mail.

Credit by Exam from Excelsior University

Geary asked if there was feedback from departments on the proposal to offer credit by exam from Excelsior College. Rhonda said that her department feels the need for more information. They are not comfortable giving credit on strictly

multiple choice tests, especially where labs are concerned. Helen said that it could be problematic in nursing as well. The exams might be comprehensive enough but might not fit our program. The content would need to be looked at closely.

Geary added that the section in the LCC catalog on “Transferring Credit” needs to be updated with more specific language. Laura added that it is important that the appropriate language be used.

Learning Communities

Rhonda, as the coordinator of the Learning Communities task force, formerly the Integrative Studies Committee, reported that the task force will generate a proposal to bring to Instructional Council, hopefully by the next meeting. All agreed that it is important to continue to educate and encourage faculty to become involved in the Learning Communities concept, especially those outside of transfer programs.

New Business:

Online Course Development

Laura explained that online course enhancement is a priority at the college. It is one of the best ways to increase the educational opportunities for our community. It was agreed that appropriate training for faculty who want to teach online should be completed. Those who have taught and could demonstrate their proficiency would be exempt from all or part of the training.

There was discussion on ANGEL as the only platform used on campus. It was expressed that ANGEL will not work for all disciplines. The fact that we need to be sensitive to how many systems we require students to learn was also voiced. The use of publisher modules and their compatibility with ANGEL was part of the discussion. It was agreed that while instructional materials not in ANGEL may be well advised for specific courses, faculty who teach online needed to maintain student records in ANGEL.

There was a question regarding whether there was a policy on release time for faculty who develop online courses. Laura explained that whether a faculty member received release time or a stipend would be decided on a case by case basis as circumstances vary widely.

ENGL 101 as a Prerequisite (Michael Strayer)

Michael told the council that members of his department felt that having ENGL 101 as a prerequisite to classes that include writing as a major part of the class content might be a real benefit to students and faculty. After discussion it was decided to take the idea back to departments, identify the classes that might benefit from ENGL 101 as a prerequisite and have more discussion at the February meeting.

Students in the Halls (Rhonda Meyers)

Rhonda explained that noise caused by students talking in the halls of the Main building is problematic for classes in session. The main cause of students being in the halls is the fact that classes do not get out at the same time with block scheduling. Students wait in the halls and talk which disturbs classes that are in session. Laura will discuss the concern with Richard Hamilton. It might be possible to add a seating area in a location that would not disturb classes in session. There is a similar problem in the Physical Science building. Laura will report back after her discussion with Richard.

Priority Registration (Rhonda Meyers)

Rhonda said her department had a concern over the fact that priority registration started so late last quarter. Laura said she would forward the concern with student services.

Honors Program

Laura told the council that the Honors Program at LCC appears to be struggling and may not be the appropriate model for an institution our size. She asked the department chairs to take the following options back to their departments for feedback:

- 1) Do we want an Honors Program (if the answer is yes we need to determine what model should be used.)
- 2) No, we do not want an Honors Program.
- 3) We want an Honors Program but this is not the right time to develop an appropriate program.

Laura asked that the feedback be brought to the February meeting at which time the Honors Program will be on the agenda as an action item.

Other

Increase FTE's

We need to increase our FTE's both short-term and long-term. Laura requested that department chairs ask their department members for ideas on how to increase FTE's. Laura asked that ideas be sent to her electronically instead of waiting for the February meeting.

Tutor Coordinator

George announced that there is a new tutor coordinator. Her name is Vikki Carter. He encouraged department chairs to invite Vikki to one of their department meetings.

The meeting was adjourned at 5:00pm.